



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
CID-2024- 253

TO : **ELSA MYRA G. BALISTOY**
Teacher II
Dr. Cecilio Putong National High School-SHS
Cabawan Campus, Tagbilaran City

FROM : **WILFREDA D. BONGALOS PhD, CESO V**
Schools Division Superintendent *W.D. Bongalos*

SUBJECT : **DESIGNATION AS ALS TEACHER TO TAGBILARAN CITY JAIL
AND BOHOL DISTRICT JAIL**

DATE : **July 22, 2024**

In line with our commitment to providing accessible education to all sectors in the community, you are hereby designated as **Alternative Learning System (ALS) Teacher** assigned to conduct instructional sessions at the **Tagbilaran City Jail (TCJ)** and **Bohol District Jail (BDJ)**

This designation is effective from **July 29, 2024** for the **school year 2024-2025** and will remain unchanged unless otherwise communicated. Your primary responsibilities include:

- ensuring that inmates in these facilities continue to receive quality education and skills training as part of their rehabilitation;
- preparing and facilitating weekly learning sessions according to the approved schedule;
- coordinating with jail management and the designated program coordinator to ensure compliance with facility rules and safety protocols;
- submitting attendance and activity reports as required.

We appreciate your commitment to making a positive impact on the lives of persons in detention and trust that you will carry out your duties with integrity, dedication, and compassion.

For your information, guidance and compliance.



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